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ANNUAL REPORT

RECORDS AND SERVICES DIVISION

INDEX

I. Major Accomplishments and Significant Development During
Fiscal Year 1956

A. Central Processing Branch	Section 1	Page 1
B. Employee Services Branch	Section 1	Page 2
C. Statistical Reporting Branch	Section 1	Page 3
D. Transactions and Records Branch	Section 1	Page 5

II. Objectives for Current Year and Status of Current Program

A. Central Processing Branch	Section 2	Page 1
B. Employee Services Branch	Section 2	Page 1
C. Statistical Reporting Branch	Section 2	Page 2
D. Transactions and Records Branch	Section 2	Page 3

III. Program Outlook for Budget Year 1958

Records and Services Division	Section 3	Page 1
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IV. Statistics

Central Processing Branch	Section 4	Page 1
Employee Services Branch	Section 4	Page 2
Transactions and Records Branch	Section 4	Page 4

V. Trend Charts - January 1954 - June 1956

A. Security Initiations	Section 5	Chart 1
B. Agency Applicants in Process	Section 5	Chart 2
C. Correspondence Prepared	Section 5	Chart 3

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ANNUAL REPORT

SECTION 1. Major Accomplishments and Significant Development - 1 July 1955 - 30 June 1956

A. Central Processing Branch

1. In cooperation with the Transportation Division, Office of Logistics, Central Processing Branch instituted a new procedure with the United States overseas airlines for shipping and billing for unaccompanied airfreight of Permanent Change of Station travelers. This procedure made possible the shipment of such freight at lesser rates and made it unnecessary for employees to be issued cash advances for this purpose.

2. Recently, a new procedure was established within Central Processing Branch for the recording of documentation information, such as passport and Identification Card data, on IBM cards. This new recording method allows for better control of documents and for calling up of expiration dates.

3. [Redacted]

4. During the past few months, an internal Central Processing Branch training program has been established to familiarize the members within the Branch with the functions of other members. For example, Personnel Processing Assistants are learning the functions of Fiscal Processing Assistants and Passenger Traffic Assistants. This will enable all members of Central Processing Branch to become qualified to perform all phases of briefing for official cover travelers.

5. Statistics concerning the Central Processing Branch are to be found under Section 4.

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B. Employee Services Branch

1. One of the most significant accomplishments of this Branch during the past year was its successful conduct of the first annual Consolidated Charities Campaign under the direction of the Consolidated Charities Committee. The end results of this first one-fund drive far exceeded the anticipated goal. With only a few minor changes in accounting methods, procedures developed during this year's drive will continue to be employed in the future.

2. The Recreation Program continues to expand with the addition of a women's golf league, tennis leagues, a swimming club, and a potentially promising rifle club. In addition, a duckpin bowling tournament was conducted for the first time in three years and the Weekly Football Prediction contest was added to the fall program. Information on these diverse programs is being disseminated to employees through increased distribution of the Recreation Association Newsletter, announcements in the Personnel Information Letter, and continued use of bulletin board facilities.

3. Activities of the Agency Blood Donor Program were expanded by the addition of its first "Gallon Club" and the establishment of a system for recording the names of persons with rare blood types for emergency use.

4. The regular weekly Entrance-On-Duty Orientation has been supplemented with a "Follow-up" Orientation conducted in the IAS to render more immediate assistance on housing, transportation, and other individual problems that may arise for the new employee. The "Follow-up" Orientation also offers the opportunity to further explain and encourage participation in the Savings Bond Program.

5. Statistics concerning the Employee Services Branch are to be found under Section 4.

C. Statistical Reporting Branch

1. This Branch distributed to the various Agency components a total of 2,553 recurring reports during the Fiscal Year, or an average of 213 a month.

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2. Additionally, special reports were prepared, such as the following:

- a. Summary of DDP Group Table of Organization changes between 1 January 1955 and 30 June 1956.
- b. Statistical tables of Personnel distribution for budget estimates of the major components for Fiscal Years 1956 and 1957.
- c. A tabulation of the educational extent of Agency staff employees by position title and grade.
- d. A quota determination for the various organizational components for use in the Consolidated Charities Drive.
- e. A tabulation indicating the location by country of Agency staff personnel.
- f. A tabulation of the number of Table of Organization positions down to section level in the DDP Group as of 31 October 1955.
- g. A determination of the average number of months in grade for selected Agency staff personnel promoted in the last quarter of 1955.
- h. A tabulation of Agency headquarters personnel by city location.
- i. Prepared a series of 30 x 40 charts indicating budget estimates for Fiscal Years 1956 and 1957 and strength at the end of 1955 for use by DDS.
- j. Prepared a series of statistical graphs to be used by the DDS indicating the trend in the number of personnel in training from May 1955 through December 1955 for the various organizational components within DDS Group.

3. Modified the personnel action recording procedures for staff agents and military personnel to make possible the inclusion of personnel data in various mechanically prepared reports such as the Monthly Position Control Register.

4. Simplified the reporting system applicable to staff personnel eligible for membership or who are members of the Career Staff to provide the Career Selection Staff with more timely statistical data.

5. Prepared a staff study recommending the revision of the reporting format of the Monthly Personnel Statistical Review. This report has been approved and the revised report will go into effect on the June 1956 Monthly Personnel Statistical Review. The reporting procedures reduce the number of pages, but the individual coverage for the reports now contained has been broadened to reflect more complete information.

6. It has been determined that the present IBM equipment at the records center is inadequate to produce the types of reports which may be required in emergencies. As a result, a recommendation was made to the Records Control Officer, Office of Personnel, that the IBM 407 be substituted for the IBM 402 currently at the relocation center.

7. Revised the formats and expanded the graphic presentation of Agency personnel statistics to include such data on Agency employees as age, sex, and veteran preference.

8. Assisted the following organizational components in such things as adapting their manual records to punched card systems, preparing mechanical reports from punched card information and designing coding forms for transferring manual records to punch cards:

Management Staff
Office of Training
Office of Security
Qualifications and Analysis Branch
Employee Services Branch
Central Processing Branch
Career Selection Staff

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Benefits and Casualty Division
Transactions and Records Branch
Personnel Evaluation Division

D. Transactions and Records Branch

1. The Files Section has continued to improve the Official Personnel Folders. During the last Fiscal Year, the following improvements have been made:

- a. Dividers have been inserted into approximately [REDACTED] Official Personnel Folders.
- b. Cards reflecting Date of Birth, Current Service Entrance -On-Duty Date, and Serial Number have been inserted in each employee file.
- c. As a result of an audit of the charge-outs of Official Personnel Folders prior to 1956, 98% of delinquent charge-out Official Personnel Folders have been returned.

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2. A project of screening and converting all inactive Official Personnel Folders has been initiated by the Files Section. This involves the elimination of all duplicate material and the conversion of the hard-back folders into the Official Personnel Folder jackets.

3. The Civil Service Commission has exempted this Agency from the procedural requirement of forwarding the Official Personnel Folders to the Federal Records Center in St. Louis after the separation of individuals.

4. Non-coded files of 1953 applicants were destroyed and reasons for non-employment letters of declination and material reflecting legislative or "front office" interest were removed for storage in a numerical letter file.

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5. The responsibility for the coding of all personnel documents for machine reporting was transferred from the Office of the Comptroller to the Office of Personnel. This allowed for coding of documents at the time of preparation which reduced the overall man-hours required to do both functions separately.

6. New internal Office of Personnel routing procedures for Requests for Personnel Actions (Form SF-52) have been effected to reduce the time of receipt of 52's in the Office of Personnel and the execution of the Form 50.

7. Position identification strips are now being prepared by Machine Records Division at the same time Tables of Organization are being prepared. This process has eliminated the necessity for individual typing of position identification information. These machine printed strips are distributed to the operating components concerned, thereby reducing to a great extent the matter of reconciliation of Tables of Organization between the Office of Personnel and the operating components.

8. There was a 16% increase this Fiscal Year in the letters prepared and dispatched by the Correspondence Section. Emphasis is constantly being placed on the review and revision of the many form letters prepared.

9. The Imprest Stamp Account approved for the use of the Correspondence Section was increased from \$3.00 to \$25.00 per month. This was made necessary to handle the increased volume of covert and sterile mail prepared in the Section.

10. In the past, all envelopes required individual addressing. Much timesaving has been realized in the dispatch of correspondence by the use of window envelopes for routine types of correspondence.

11. Statistics concerning the Transactions and Records Branch are to be found under Section 4.

Approved For Release 2001/08/07 : CIA-RDP80-01826R000100090018-7

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Approved For Release 2001/08/07 : CIA-RDP80-01826R000100090018-7

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Approved For Release 2001/08/07 : CIA-RDP80-01826R000100090018-7

SECTION 2. Objectives for Current Year and Status of Current Year

A. Central Processing Branch

1. It is the objective of the Central Processing Branch to prepare for use by technicians written briefings on each station and cover situation which concern official cover personnel processed through Central Processing Branch. Accompanying these written briefings will be a summary to be signed by the traveler which will state that he fully understands the contents thereof.

2. To keep the offices of the Agency informed on the documentation on hand for their personnel, it is proposed that there be distributed quarterly to the various organizational components a roster of personnel whose official cover passports will require renewal or reissue during the quarter following the preparation date of the roster. This will help the offices in preparing standby passport requests.

3. A complete listing of passport numbers and [REDACTED] identification card numbers assigned to Agency personnel which will be revised on a quarterly basis will be forwarded to the Vital Materials Repository.

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4. A proposal has been submitted to the DCI recommending that he negotiate with the Department of State for detail of Passport Division personnel to CIA to issue their revalidated passports physically within the confines of the Agency. If this proposal is approved and the Department of State agrees to such detail, it is assumed that Central Processing Branch will assist in the arrangements for putting this plan into practice.

5. It is planned to develop a returnee interview checklist for use by Central Processing Branch technicians. This checklist will be used in debriefing returnees to ensure that all matters of personal and official interest are covered. This will aid Central Processing Branch in keeping current on all changes that might have occurred in the various field stations so that new employees departing for such stations may be properly briefed.

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Approved For Release 2001/08/07 : CIA-RDP80-01826R000100090018-7

B. Employee Services Branch

1. The Employee Services Branch plans to improve and enlarge its activities designed to meet employee needs. Continuous liaison with representatives of other Agency components will assist the Branch in evaluating current programs and determining any need for new activities.

2. It is planned to expand the housing service which will presage the preparation of a dispatch to field stations requesting that supervisors advise returnees of this service and encourage their using it. If returnees take advantage of this facility, considerable time will be saved for them and for the Agency. The returnee will be able to resume his duties in a more settled situation.

3. Continuous review and expansion of the Recreation Program will be combined in an effort to obtain the additional financial support needed.

4. A complete renovation of bulletin board design and location will be undertaken to ensure proper utilization of this communication outlet. This will be accompanied by a general study of methods of communication which is the basic foundation of any successful employee service program.

C. Statistical Reporting Branch

1. It is planned to establish a complete IBM punched card history on all staff employees who entered on duty from 18 September 1947 to date. Currently, the punched card history on such personnel reverts only to 1951. The current punched card history file on staff employees can be reduced by a simplified coding system for historical personnel data. The revised coding should reduce the size of the history file by two-thirds, and will enable the machines to produce historical studies more simply in less time. With this historical card file, it may be possible to design a system whereby historical profiles of personnel can be produced as an aid to the various Career Services.

2. A review of all mechanically prepared reports will be undertaken for the purpose of combining and eliminating various reports as appropriate.

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3. Establish a "Statistical Reporting Branch Catalogue" which will reflect all material maintained on file in this Branch. This catalogue will be prepared by punched cards so that it may be kept current at all times.

4. Revise the formats of various tabular reports prepared by this Branch to make greater use of graphic presentation.

5. Broaden the scope of the Statistical Reporting Branch's current program for the analysis of personnel statistics to obtain a greater range of correlative factors for use in the projection of personnel trends.

6. Plans are being formulated to reduce the manual preparation of personnel actions. This reduction will be made possible through the use of the Flexowriter method. A reduction in key punch operation will be carried out through the use of the bi-product tape prepared by the Flexowriter. The congestion caused by a varying cutoff will be substantially reduced with this new method.

D. Transactions and Records Branch

1. It is anticipated that the new Periodic Step-Increase Certification form will be received and the proposed system of notifying the various Agency components of the Periodic Step-Increase due-dates on machine prepared forms will be initiated. This will do away with the manual preparation of those forms by the Position Control Clerks.

2. It is planned to establish a system whereby the Machine Records Division will be able to furnish us with advance monthly listings of the due-dates of Fitness Reports. This will eliminate the manual searching for due-dates and the manual typing of listings.

3. Transactions and Records Branch expects to put into operation the new charge-out system for official personnel folders. All the necessary forms have been received, and this procedure will be inaugurated as soon as the proposed CIA Notice and revision in CIA Regulation [REDACTED] are published.

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4. A concentrated effort will be placed on the training of personnel in Transactions and Records Branch during the coming months. This will be accomplished by permitting as many employees as possible to

attend the personnel, administrative and clerical courses offered by the Office of Training, and by completing written detailed instructions on the various procedures within the Branch. Special emphasis will be placed on the training of key personnel in supervisory positions.

5. There will be a continuous review made of all work processes for which Transactions and Records Branch is responsible. Superfluous items will be omitted.

6. As the workload permits, continued review of the official personnel folders will be made to ascertain the proper order and arrangement of all documents contained in them.

7. Continued efforts will be made to ensure appropriate and timely correspondence stressing the importance of the personalized letter. Greater emphasis will be placed on the availability of the services of the correspondence operations in an effort to centralize in the Office of Personnel the preparation of communications to applicants and former employees.

8. Transactions and Records Branch is exploring the possibility of establishing a Flexowriter system which will reduce time spent processing personnel actions. The purpose of this operation would be to combine four other operations - the preparation of the SF-50, Notification of Personnel Action; the coding of that document; the preparation of Status Cards for the Machine Records Division; and the duplication of constant information on the SF-52, Request for Personnel Action.

9. The Files Section will place greater emphasis, as time permits, on its last major project which is the conversion of resignee files from the old "hard-back" type folder to the standardized official personnel folder. When this project is completed, the folders on all persons who have been separated from the Agency for more than two years plus the current year will be retired to the CIA Records Center.

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SECTION 3. Program Outlook for Budget Year 1958

1. During Fiscal Year 1955, \$18,981.11 was expended for overtime; and, during Fiscal Year 1956, \$16,210.71 was expended plus the utilization of five summertime employees and the use of additional help by personnel assigned to the Interim Assignment Section to perform all the necessary functions and special projects assigned to the Division. Therefore, it is felt that the Records and Services Division is now understaffed. The Division will be further handicapped by the current Agency policy that five per cent of authorized personnel be in a training status. Members of the Division are constantly striving to effect short cuts. However, with the current workload and the anticipated workloads, at least five additional clerks are needed to ensure prompt and efficient service to all Agency components. Attached are representative charts which reflect the upward trend of workloads for the past two and one-half years. (See Section 5.)

2. There are no anticipated major changes in direction, scope or emphasis within the Records and Services Division during the Budget Year 1958.

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Recreational Activities

A. Sports

1 Men's Basketball League	6 teams	75 members
Women's Basketball	2 teams	25 members
2 Men's Softball Leagues	16 teams	298 members
5 Mixed Bowling Leagues	58 teams	400 members
1 Touch Football League	6 teams	90 members
1 Class A Men's Golf League	11 teams	22 members
1 Class B Men's Golf League	16 teams	32 members
1 Women's Golf League	8 teams	16 members
Golf Instruction Group		85 members
1 Class A Men's Tennis League		16 members
1 Class B Men's Tennis League		14 members
1 Women's Tennis League		11 members
Table Tennis	2 teams	8 members
	TOTAL	<u>1,092</u>

B. Clubs

Pentagon Choral Club	35 members
Potomac Recreation Association	
Rifle and Pistol Club	58 members
Swimming Club	27 members
	TOTAL <u>120</u>

C. Social and Special Programs

Red Cross Hostess Group	44 members
Recreation Awards Smoker	240
Christmas Assembly	300
	TOTAL <u>584</u>

D. Tournaments and Contests

Football Predictions	465 participants
Duckpin Bowling Tournament	28 teams
	TOTAL <u>140</u> participants
	<u>605</u>
	GRAND TOTAL <u>2,401</u>

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Approved For Release 2001/08/07 : CIA-RDP80-01826R000100090018-7

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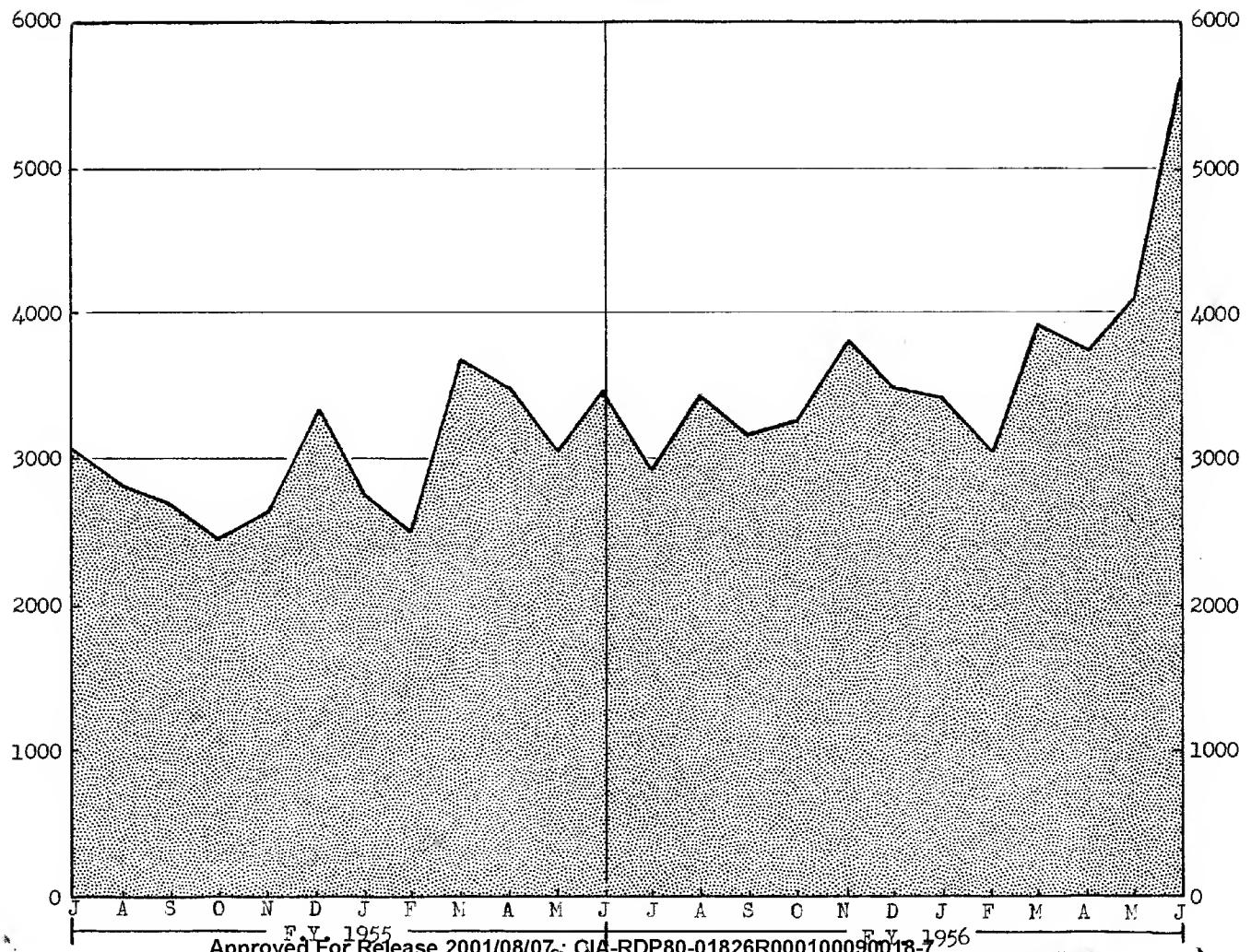
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CORRESPONDENCE PREPARED
July 1954 - June 1956



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